

CITY OF BERLIN
New Hampshire

JOB POSTING

ASSESSING COORDINATOR/DEPUTY CITY CLERK

Base Rate of Pay: \$18.47 per hour

Brief Description of Duties:

This position serves as coordinator of the City's contracted assessing function and also as the Deputy to the City Clerk and is responsible for varied tasks relating to both of these functions. In the absence of the City Clerk, the position will oversee the day to day City Clerk functions. This position works under the general supervision of the City Clerk for City Clerk functions and the City Manager for Assessing functions. Serves as secretary and staff to the Board of Assessors.

Position requirements include thorough knowledge of City's CAMA system, assessing processes, City Clerk processes, City codes, relevant State laws and Federal laws as well as organizational management and ability to plan, supervise and coordinate work with City Staff and outside assessing contractors. Must be able to work professionally, courteously and effectively with the public and other employees.

A job description further detailing the functions and the requirements of the position is available in the City Manager's office.

Interested persons should submit their resume and letter of interest to the City Manager's Office, City Hall 168 Main Street, Berlin, NH 03570, (603-752-7532), city_manager@berlinnh.gov, by Wednesday September 16, 2015.

The City of Berlin is an Equal Opportunity Employer.